GENERAL JOB FUNCTION

The Surgical Coordinator (SC) oversees all organ donor perfusion and organ preservation processes and is responsible for the intraoperative leadership of a team of medical professionals while managing the recovery process of all solid organs. The SC must have an advanced degree of anatomical knowledge, skills and technical expertise in surgical services, and gain the ability to assist the organ recovery surgeon in the removal of deceased donor organs for transplantation. Failure of the SC to carry out the responsibilities of this position can result in the loss of organs; thereby, decreasing in the number of organs available for transplant.

SC’s work collaboratively with a range of high level professionals including physicians, hospital administrators, nurses, and others involved in the donation process. To this audience they are the operative expert for the organ recovery process. Responsibilities include logistical management of surgical teams and organs, administration of proper equipment and OR set-up, communicating and documenting intraoperative findings appropriately, advanced understanding of organ anatomy to enable discourse with surgeons, and other core clinical responsibilities outlined in job duties below.

Each organ donation can represent a new set of unusual circumstances that must be dealt with in real-time to ensure a successful donation. This requires a high degree of organization, ingenuity, and ability to adapt and problem solve in the face of unforeseen surgical and logistical problems. Innovative problem solving needs to happen in a rapid and decisive manner to lessen the potential of adverse impacts that could negatively impact the supply of organs and relationships with hospitals in our donor service area.

An SC must be able to serve in a consulting capacity to donor hospital ICU or OR staff by answering questions and lending expertise in order to facilitate the wishes of the decedent and patient’s family in the donation process.

JOB DUTIES AND RESPONSIBILITIES (*Denotes essential job function)

Clinical Responsibilities

1. Ensures all aspects of the recovery process are performed to optima levels in adherence with regulatory policies and organizational procedures
2. Surgically assists the organ recovery physician or designee with the removal of organs for transplant, according to established protocols and procedures
3. Maintains the ability to recover organs and tissues in order to facilitate current research projects and ongoing education
4. Prepares deceased kidneys for the preservation device including cannulation, anatomical review, fat removal, and recovery of tissue for biopsy.
5. Oversees the administration of medications required for organ procurement and preservation.
6. Obtains Transplant Preservationist certification within 3 years of employment.
7. Participates in cross organizational activities to improve organization performance as appropriate
8. Serves as the operative expert for the organ recovery process and provides guidance to all participating parties
9. Process incoming donor referrals from our donation service area
10. On-Call responsibilities as assigned

Non-Clinical Responsibilities

11. Serves on departmental, hospital, and/or medical staff committees
12. Assists with data analysis and reporting as it relates to improving the donation process
13. Manages the maintenance, stocking, and preparation of supplies to a state of constant readiness for organ recovery process
14. Ensures recipient safety and access to transplant by performing all perfusion, packaging and labeling, and regulatory documentation in a high stress environment, an expedited manner, and without error
15. Maintains current industry knowledge of organ procurement and preservation technology and protocols by attending clinical conferences and continuing medical education.
16. Participates in professional organizations in the area of specialization.
17. Develops and presents material regarding organ donation to physicians, nurses, hospital administrators, and other stakeholders in the donation process
18. Participates in the orientation of new SC’s and new transplant center recovery medical staff
19. Other duties as assigned

QUALIFICATIONS

Surgical Coordinator I (Salary Grade 23)

Knowledge, Skills, and Abilities:
SC I will perform minimum requirements to function independently within the rotating on-call schedule. They will maintain competencies and demonstrate comprehension of learned tasks, including but not limited to:

1. Organ and tissue initial referral intake and processing
2. Negotiates donor specific logistics to ensure adherence to ischemic timing restrictions, transport arrangements for medical equipment/devices required, and surgeon availability.
3. Authorizes aircraft and vehicle charters, as necessary. Develops and implements contingency plans to ensure a successful organ procurement process intraoperatively.
4. Provides high quality customer service by serving as a process expert in the overall organ recovery process
5. Perfusion of abdominal and thoracic organ systems
6. Provides perfusion and intraoperative support to transplant centers departing the DN West service area for organ procurement
7. Serves as a consultant to local transplant centers by providing intraoperative support with living-donor kidney nephrectomies
8. Completes all organ procurement cases started; works past scheduled shift times without relief when required.
9. Manages the intraoperative organ procurement process – leads a team of surgeons, nurses and medical staff to ensure complete adherence with regulatory policies and protocols to ensure transplant recipient safety.
10. Operates without management oversight in the field and is able to resolve complex surgical, procurement, and regulatory concerns independently.

Education
1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

Experience
2. Minimum: 1 years of relevant clinical and surgical experience
3. Preferred: Experience in organ procurement and/or transplantation or tissue banking.

Certification/License
1. Minimum: Valid California driver’s license
2. Preferred: Certified Transplant Preservationist (CTP)

Surgical Coordinator II (Salary Grade 24)

Knowledge, Skills, and Abilities:

SC II in addition to maintaining the requirements of an SC I, are required to:
1. Demonstrates mastery of the role by precepting new team members
2. Continuously reviews training process and procedures, recommends and implements modifications to training program
3. Identifies opportunity for quality and performance improvement initiatives
4. Actively supports DN West’s research program by participating in research organ recovery training and allocation of tissues and organs for research
5. Actively participates in continuing education opportunities, such as research recovery training workshops, clinical didactic, internal council or committee participation.
6. Provides role-specific education to internal and externals industry professionals and transplant partners
7. Displays and maintains expertise in all aspects of kidney pumping including cannulation, pump set-up, monitoring, and documentation requirements.

Education
1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

Experience
2. Minimum: 2 years of relevant clinical and surgical experience
3. Required: Experience in organ procurement and/or transplantation or tissue banking.

Certification/License
3. Required: Certified Transplant Preservationist (CTP)

Surgical Coordinator III (Salary Grade 25)

Knowledge, Skills, and Abilities:

SC III in addition to maintaining the requirements of an SC I and II, is recognized as a leadership position. As such, and SC III is required to:
1. Promotes and actively participates in Donor Network West research program by maintaining competency in the recovery of organs and tissues for research
2. Functions as a surgical first assistant to transplant surgery personnel on organ donor recoveries
3. Represents the organization on national industry levels (AOPO, IIAM, ISOP, etc.)
4. Provides baseline interoperability between the Surgical and Placement roles
5. Participates in policy development, leads internal incident investigations, and successfully implements process improvement change to resolve systems challenges

**Education**

1. Minimum: Bachelor degree in health related field or an equivalent degree/diploma/certification in an allied health field

**Experience**

2. Minimum: 3 years of relevant clinical and surgical experience
3. Required: Experience in organ procurement and/or transplantation or tissue banking.

**Certification/License**

4. Required: Certified Transplant Preservationist (CTP) and Certified Procurement Transplant Coordinator (CPTC)

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

__________________________________________  ____________________________
Employee Signature Date